

Resolution for Maintaining Civility in Board Meetings

Sugarhill POA - Behavioral Conduct for Orderly and Successful Meetings

A noticeable decline in decorum during monthly meetings has made it necessary to adopt formal standards of conduct. The business of our community must be conducted efficiently and respectfully, without unprovoked interruptions or loss of meeting control. The following requirements now apply to all Sugarhill meetings.

Board members and owners may request a **topic to be included in the agenda** no later than 5 days before the meeting. Board members topics will be included, non-board members topics will be reviewed and may or may not be included at the discretion of the board. Items not included can always be presented in the open floor section of the meeting.

Before the start of meeting:

All attendees must sign the attendance record. Meetings should begin as close to the published time as possible. Attendees are reminded that all board members serve as unpaid volunteers and can always use help preparing the meeting space.

Call to Order

Once the presiding officer calls the meeting to order, all attendees must end conversations and be seated. No interruptions are permitted. Non-Board member owners comments may only occur before **Board Voting Items** are to be voted on, after a **Board Discussion Topic** is presented and during **Open Floor Discussion**. Each speaker will need to be acknowledged by hand raise and will be limited to **three minutes**, also the Board can approve extending the time.

Board Voting Items:

This portion of the meeting is reserved for **board-member voting only**.

Owners may speak for up to **three minutes** on a specific agenda item before the board votes. This is a legal right under Florida Statute. Speakers must raise a hand and be acknowledged before speaking.

If a speaker becomes disruptive, strays off-topic, or displays disrespectful behavior, the presiding officer may end the comment. Continuing after being asked to stop may result in removal from the meeting.

During all sections, **no murmuring, side conversations, or noise-making** that may be disruptive will be permitted. Attendees who disrupt proceedings may also be asked to leave.

Board Discussion Topics:

This section allows board members to discuss issues of interest among themselves while owners attend as observers.

These topics may appear as voting items in future meetings. Although voting is not typical in this section, a topic may be moved to a vote if the board is in quorum agreement.

Owners may request to speak (three minutes maximum) on a specific topic by raising a hand and awaiting acknowledgment. All decorum rules apply.

Conclusion of Business:

The formal meeting is adjourned by **general consent** when all board members agree there are no further items of business. The presiding officer will ask board members for any objections to ending the formal meeting; if none are voiced, the meeting ends by acclamation.

At this point, no further minutes are recorded, and non-board members cannot override the adjournment.

Open Floor Discussion:

This portion allows owners to present **unscheduled items or questions** to the board. Speakers must raise a hand and be acknowledged before speaking to the attendees. There is **no voting** during the Open Floor section. Attendees may respectfully communicate with each other during open floor.

All discussion must remain respectful and free from interruption or hostility. The Open Floor is an optional privilege that may be concluded—or permanently discontinued—if decorum is not maintained.

Final Note

These conduct standards are designed to ensure Sugarhill meetings remain productive, respectful, and focused on community business. Everyone's cooperation is appreciated.

FYI Dictionary Definition: Decorum means proper and respectful behavior that fits the situation – especially in formal or public settings like meetings. In practical terms, *decorum* includes politeness, self-control, and observance of rules that keep interactions civil and orderly.

Board Approval for This Resolution:	Date _____/_____/_____	
_____	_____	_____
John Doty	Conrad Angelino	Alex Joyner